

# Records Transfer and Shipment Guidelines

Issued: August 2020  
Reviewed: August 2020  
Next review: August 2021

Ministry of Central Services

Maintained by: Corporate and Commercial Services Division

*This guide should be used to learn how to ship and transfer government records.*

Do you need to transfer your records to Government's Record Centre? Your first step is to complete and submit a Records Transfer form to your [Records Coordinator](#) for approval. Your coordinator will then contact the Records Centre regarding your transfer. You and your coordinator will be contacted when the Records Centre determines a shipping date.

## Requirements

All boxes must have their identification (maximum of 6 characters) on both ends of the box under the hand-holds, clearly marked with a felt marker. Stickers and paper are not permitted.

Due to privacy issues, the only writing permitted on the box is the box identification number (this does not count manufacturing markings already on the box). If you must provide a list of box contents, please use the inside of the lid or file it with the contents. Do not attach the copy of the transfer or any type of box content listing on the outside of the lid. This will be removed and discarded.

When sending the carton(s) to the Records Centre, please secure the carton(s) with ¾" fiberglass or filament tape. Twine, packing tape, duct tape or any other kind of adhesive is not accepted.

Please refrain from over filling your boxes. Cartons should only be filled to approximately 75% of their maximum capacity.

Boxes are to arrive prior to 3pm on the pre-determined date and should arrive in order as listed on the transfer sheet(s). They should be stacked accordingly on the pallet (10 cartons per row).

All shipments are to arrive complete and must match the [Records Transfer Form](#).

### Contact information

Records Centre

Email [recordsorder@gov.sk.ca](mailto:recordsorder@gov.sk.ca)

Phone 306-787-6455

110 Henderson Drive, Regina